

JOB ANNOUNCEMENT

DIRECTOR OF JUDICIAL BRANCH EDUCATION ADMINISTRATIVE OFFICE OF THE COURTS STATE OF ARKANSAS

The Administrative Office of the Courts (AOC) is the administrative arm of the Arkansas Supreme Court. The Director of Judicial Branch Education is responsible for the development, planning, implementation, and evaluation of continuing education and training for judges and judicial branch staff. The AOC has an immediate opening for this position (Grade 24) which is in the Division of Research and Court Services and is directly responsible to the Court Services Director. **Salary is dependant on qualifications and experience.**

Minimum Qualifications

The successful applicant should hold a law degree or masters degree in education, communication, business management or a related field, supplemented with experience in the delivery of adult education. Strong organizational skills, excellent written and oral communication skills and experience teaching adults is desired. Background and/or experience working in the judicial branch is a plus but not required.

Examples of work

- developing and implementing effective statewide education programs for judicial personnel
- conducting programs for groups of judges and court support personnel
- developing curriculum
- developing needs assessments
- conducting evaluations
- teaching courses
- monitoring out-of-state education programs for judges
- working with various constituency committees to plan programs
- recruiting and training faculty
- writing, submitting and monitoring grants
- developing and administrating education budget
- overseeing education employees and volunteers

Applications should be submitted via email to larry.brady@arkansas.gov and should include a letter of interest, resume and references. Applications will be reviewed as received in order to fill the position as soon as possible.